

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Natural Resources Game and Fish Division/Game Management 270 Washington Street, S.W. Room 713 Atlanta, Georgia 30334	Application Number	74-171-A
Application Number		Date Received NOV 22 1978	Date Completed DEC 6 1978
2. Person to Contact Nelle Williams		Working Title Principal Secretary	Telephone Number 656-3522
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 74-171 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest On-Going		5. Records Series Title (followed by title used in office, if different) Game Management Section Operation File	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.  Documents relating to: the operation and administration of the game management division, the establishment of game management policies and procedures, and the solving of game management problems throughout the state. Included are: general correspondence from public; memorandums; inter-office directives; and office general administrative and reference paper files including accounting, property control, personnel and records management documents. (Some duplication is made in Division Director's Subject Files.)  File is arranged: chronologically by fiscal year; thereunder alphabetically by subject.			
8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?			
9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |              |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need            | _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

# 12. Approved Disposition Instructions


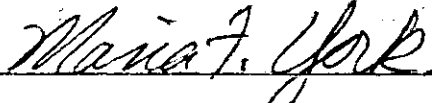
This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area, hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

Cut off files at end of each fiscal year; hold in current files area Two years; then transfer to State Archives for permanent retention.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
			11-22-78
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	12-5-78
		Secretary of State/Designee	12-4-78
		Attorney General/Designee	12-5-78

STATE  
OF  
GEORGIAApplication for  
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISIONPAGE  
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1. Application Date <b>6/5/1974</b>	<b>INSTRUCTIONS:</b> See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. <b>GFD-6</b>		Date Received <b>JUN - 5 1974</b>	Application No. <b>74-171</b>
3. AGENCY, Division, Subdivision & Administering Office Address <b>Department of Natural Resources Game and Fish Division, Game Management section 270 Washington Street, S.W. Atlanta, Georgia 30334</b>		Date Completed <b>JUN 18 1974</b>	
4. Person to Contact <b>Mr. Terry Kile</b>		5. Working Title <b>Asst. State Superv. Wildlife Program</b>	
		6. Tel. No. <b>656-3522</b>	

## 7. ACTION REQUESTED

ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE.DISPOSE OF PRESENT ACCUMULATION;  
NO FURTHER ACCUMULATION ANTICIPATED

8. Earliest & Latest Dates of Series <b>1973-date</b>	9. Exact Series Title <b>GAME MANAGEMENT SECTION OPERATION FILE</b>
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10. What is the function of the office in which this record series is created?

The Game and Fish Division is responsible for the identification, protection, and conservation of the fish and wildlife resources of the state, and for providing fishing, hunting, and outdoor experiences for the citizens through education, public information, and law enforcement; providing public access to and use of wildlife habitats and natural areas on both public and private lands; and preserving the environment of rare and endangered species.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to: the operation and administration of the game management division of the Game and Fish Division.

Included are: general correspondence from public; memorandums; inter-office directives; and office general administrative and reference paper files including accounting, property control, personnel and records management documents.

File is arranged: alphabetically by subject.

## ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers		Cu. Ft. of Records	
Letter-size File Drawers	1	1½		1	1½		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)	In Storage Area(s)		
				This Year's	Last Year's	Preceding Year's	All Prior Years
			AVERAGE DAILY REFERENCES	5	1	0	0

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES N

13. Is this the Record Copy of the series? (correspondence is record copy) [X] [ ]
14. Is there a duplication of this series in another office or agency? [ ] [X]
15. Is the information contained in this series ever summarized or published?  
Attach copy of summary or publication. [ ] [X]
16. Does the series contain classified information requiring security handling? [ ] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [ ] [X]
18. Could the function be performed if the files were lost or destroyed? [X] [ ]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [ ] [X]
20. Does the record series provide data as input to an EDP file? [ ] [X]
21. Does the record series contain documentation produced as EDP printout? [ ] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [ ] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [ ] [X]

24. REQUIREMENTS. The following requires the files to be kept 1 year

a. [ ] STATE LAW b. [ ] STATUTE OF LIMITATION c. [ ] AUDIT PERIOD d. [ ] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION

(Cite Law, Statute, or other reason for the retention requirement)

Administrative and reference value of this record series is minimal 1 year after cut-off.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [ ] CALENDAR YEAR - [X] FISCAL YEAR - [ ] OTHER \_\_\_\_\_, then:

- [X] Hold in the current files area 1 month(s)/ 1 year(s):
- [ ] Transfer to [ ] State Records Center [ ] Local Holding Area; hold \_\_\_\_\_ year(s):
- [X] Destroy.
- [ ] Transfer to State Archives for permanent retention.
- [ ] Destroy immediately after cut-off.
- [ ] Other: (Specify)

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <u>John Dean</u>		Date <u>6/5/74</u>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:	Agency Head/Designee [X] Approved [ ] Disapproved		<u>John Dean</u>	<u>6/5/74</u>
	State Auditor/Designee [X] Approved [ ] Disapproved		<u>William M. Ligon</u>	<u>6-14-74</u>
	Secretary of State/Designee [X] Approved [ ] Disapproved		<u>Carroll Hall</u>	<u>6-13-74</u>
	Attorney General/Designee [X] Approved [ ] Disapproved		<u>Robert S. Hall</u>	<u>6-14-74</u>

STATE RECORDS COMMITTEE